

# 17<sup>th</sup> Training Wing

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***Train and deploy the world's foremost combat ready  
Intelligence, Fire Protection, and Special Instruments  
Soldiers, Marines, Sailors, and Airmen that will be  
persuasive in peace, decisive in war, and  
preeminent in any form of combat***



**Contract  
Closeout**

**U.S. AIR FORCE**

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***Integrity - Service - Excellence***



# Contract Closeout



## ▪ Overview

- Guidance
- Timelines
- Forms
- Procedures
- Staging
- PD Overview
- Conclusion



# Contract Closeout



## Guidance

- FAR Part 4.804
- DFARS Part 204.804
- DFARS Part 204.805
- AFMAN 37-139, Table 64-1
- AFSPC 64-4 Checklist Item: 8.79



# Contract Closeout



## • Timelines

- **Contracts using SAP** Considered closed when the SAP receives evidence of receipt of property and final payment.
- **Firm-fixed-price contracts - other than those using SAP** Should be closed within 6 months after the date on which the CO receives evidence of physical completion.
- **Contracts requiring settlement of indirect costs** Should be closed within 36 months of the month in which the CO receives evidence of physical completion.
- **All other contracts** Should be closed within 20 months of the month in which the CO receives evidence of physical completion.



# Contract Closeout



- **Forms**

- DD 254 Contract Security Classification Specification, DoD
- DD 1593 Contract Administration Completion Record
- DD1594 Contract Completion Statement
- DD1597 Contract Closeout Check-List



# Contract Closeout



- **Procedures**

- Disposition of Classified material
- Final patent report is cleared
- Final royalty report is cleared
- There is no outstanding value engineering change proposal
- Patent clearance report is received
- Property clearance is received



# Contract Closeout



- **Procedures (Cont.)**

- All interim or disallowed costs are settled
- Subcontracts are settled by the prime contractor
- Prior year indirect cost rates are settled
- Termination docket is completed
- Contract audit is completed
- Contractor's final invoice has been submitted
- Contract funds review is completed and excess funds deobligated



# Contract Closeout



- **Procedures (Cont.)**

- When checklist has been verified
  - Contracting Officer shall:
    - Ensure that a contract completion statement is prepared with the following information:
      - » Contract number
      - » Last modification number
      - » Last call/order number
      - » Contractor name/address





# Contract Closeout



## • Procedures (Cont.)

- » Dollar amount of excess funds, if any
- » Voucher number and date, if final payment has been made
- » Invoice number and date (If status of payment is unknown)
- » Statement that all required contract administration actions have been fully accomplished
- » Name and signature of the Contracting Officer
- » Date



# Contract Closeout



- **Staging**

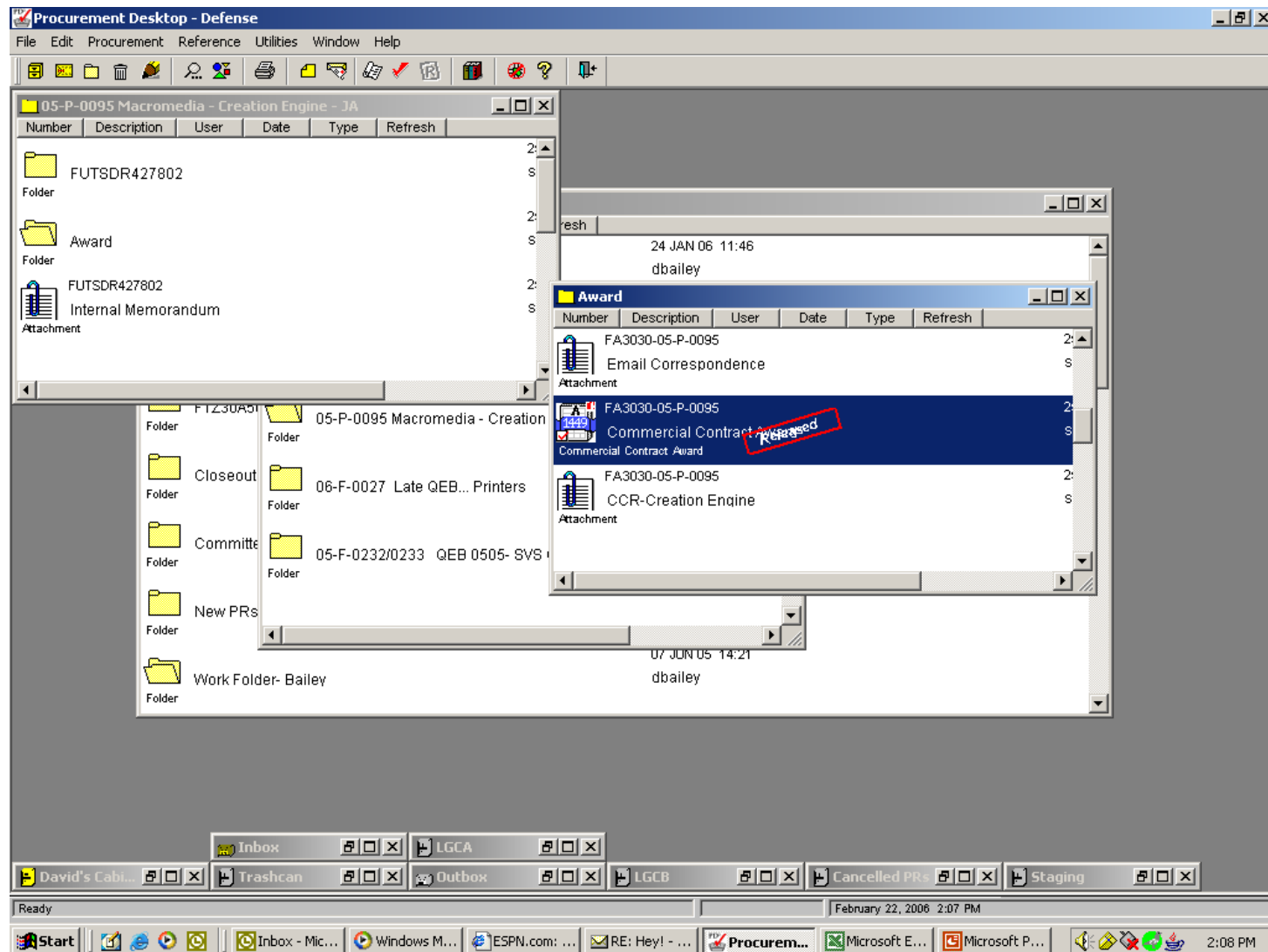
<i>Document</i>	<i>Retention Period</i>
Contract Disputes Act actions	<b>1 year</b>
Contracts <u>over</u> SAT other than Construction	<b>6 years, 3 months</b>
Contracts <u>under</u> SAT other than Construction	<b>3 years</b>
Construction contracts above \$2,000.00	<b>6 years, 3 months</b>
Construction contracts \$2,000.00 or less	<b>3 years</b>
Cancelled solicitations	<b>5 years after cancellation</b>



# Contract Closeout



- PD Overview

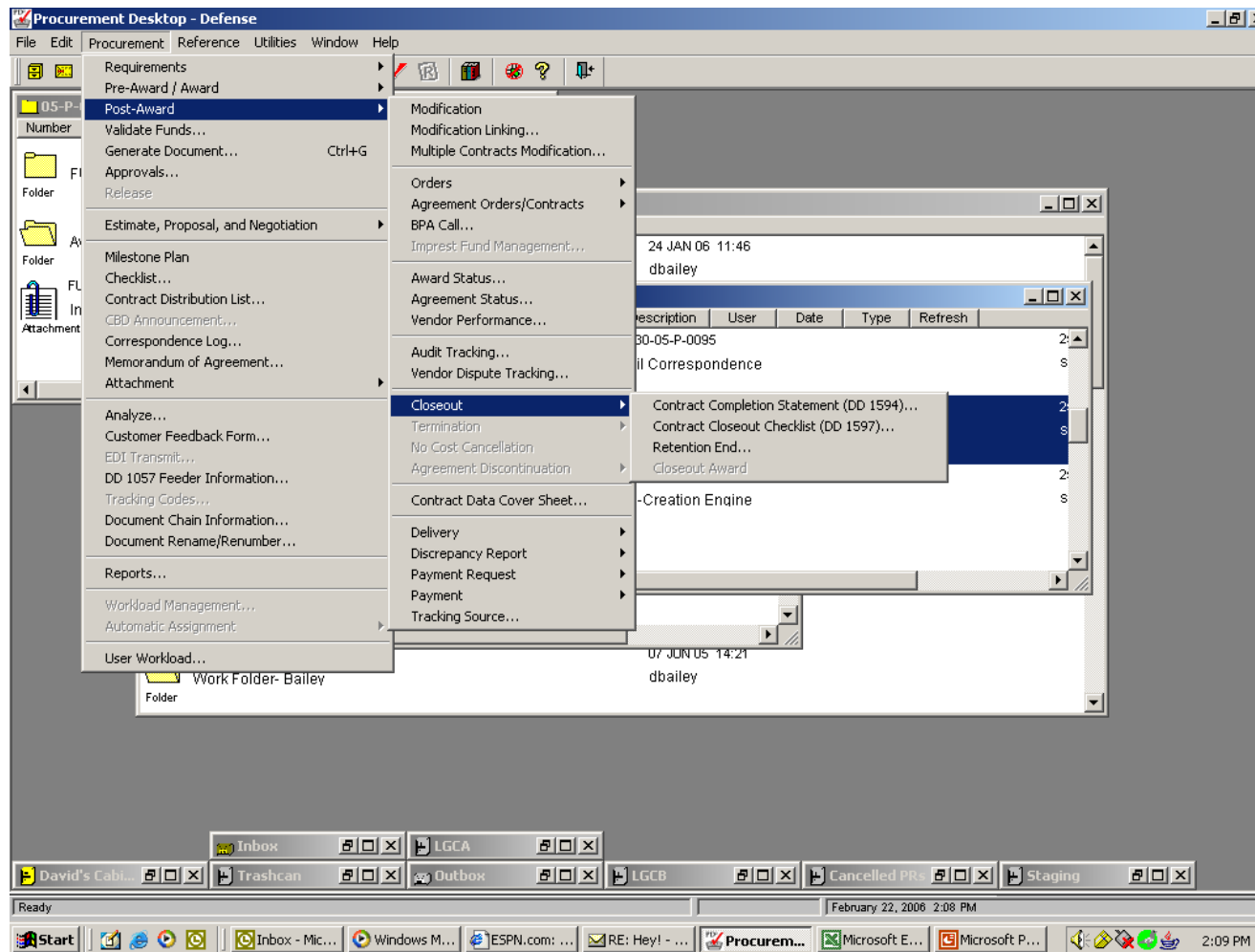




# Contract Closeout



## • PD Overview





# Contract Closeout



## • PD Overview

Procurement Desktop - Defense

File Edit Window Help

TO BE STAGED 2006

04-F-0206 HAWC Furniture

Number	Description	User	Date	Type	Refresh
FA3030-04-F-0206	Award checklist		07:59		
FA3030-04-F-0206	Checklist		16:07		
FA3030-04-F-0206	Contract Completion Statement				
FA3030-04-F-0206	GSA FSS O				
FA3030-04-F-0206	Commercial Delivery Order				

STAGING

06 - "F" Delivery

Contract Completion Statement - FA3030-04-F-0206 [Read Only]

Items 1 - 7 Items 8 - 9 Item 10

CONTRACT COMPLETION STATEMENT		
1. FROM: (Contract Administration Office) 17TH CONTRACTING SQUADRON - FA3030		2a. PII NUMBER FA3030-04-F-0206
		2b. LAST MODIFICATION NUMBER
		2c. CALL/ORDER NUMBER
3. TO: (Name and Address of Purchasing Office and Office Symbol of the PCO, if known) 17TH CONTRACTING SQUADRON - FA3030		4. CONTRACTOR IDENTITY CODE 5J656 FIXTURES MANUFACTURING CORP.
		5. EXCESS FUNDS \$0.00 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROCESS
6a. IF FINAL PAYMENT HAS BEEN MADE, COMPLETE ITEMS 6b., AND 6c.	6b. VOUCHER NUMBER 576109	6c. DATE 19-Apr-2005
7a. IF FINAL APPROVED INVOICE FORWARDED TO D.O. OF ANOTHER ACTIVITY AND STATUS OF PAYMENT IS UNKNOWN, COMPLETE ITEMS 7b. and 7c.	7b. INVOICE NUMBER	7c. DATE FORWARDED

Details... Delete

Inbox

David's Cab... Trashcan Outbox LGCA Cancelled PRs Staging

Ready February 22, 2006 2:14 PM

Start Inbox - Mic... Windows M... ESPN.com... RE: Hey! - ... Procurem... Microsoft E... Microsoft P... 2:15 PM



## • PD Overview



# Contract Closeout



## • PD Overview

Procurement Desktop - Defense

File Edit Window Help

TO BE STAGED 2006

04-F-0206 HAWC Furniture

Number	Description	User	Date	Type	Refresh
FA3030-04-F-0206	Award checklist		07:59	d	
FA3030-04-F-0206	Contract Completion Statement		16:07	d	

Contract Completion Statement - FA3030-04-F-0206 [Read Only]

Items 1 - 7 Items 8 - 9 Item 10

FOR PURCHASING OFFICE USE ONLY

10a. ALL PURCHASING OFFICE ACTIONS REQUIRED HAVE BEEN FULLY AND SATISFACTORILY ACCOMPLISHED. CONTRACT FILE OF THIS OFFICE IS HEREBY CLOSED AS OF:

☒ DATE SHOWN IN ITEM 9d. ABOVE.

☐ DATE SHOWN IN ITEM 10e. BELOW. (check this box only if final completion of any significant purchasing office action extends more than three months beyond close-out date shown in item 9d. above. In such cases, submit a copy of the completed form upon final accomplishment of all purchasing office actions to the contract administration office. (Upon receipt, the contract administration office shall extend its contract file close-out date accordingly.))

10b. REMARKS

REASON CODE:

10c. TYPED NAME OF RESPONSIBLE OFFICIAL  
RONALD C. MCGUIRE

10d. SIGNATURE

10e. DATE  
07-Dec-2005

DD FORM 1594, FEB70 (EG) REPLACES EDITION OF 1 JUN 68 WHICH IS OBSOLETE

Inbox

David's Cabin... Trashcan Outbox LGCA Cancelled PRs Staging

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# Contract Closeout



## • PD Overview

Procurement Desktop - Defense

File Edit Procurement Reference Utilities Window Help

Work Folder - Rasmussen

Number	Description	User	Date	Type
Folder				
04-F-0041	Scanner			
Folder				
04-F-0051	Switch			
Folder				
04-F-0051 Switch				
Folder				
Number Description User Date T				
Folder				
FA3030-04-F-0051 Switch				
Folder				
FULGRV401302				
Folder				
FA3030-04-F-0051				
Contract Completion Statement				
Contract Completion Statement				

Approval Sheet

Approval DD 1594 Contract Completion Sheet: 1 of 1 ☒ Approved Preapproval

Approval for document

FA3030-04-F-0051  
Contract Completion Statement  
Contract Completion Statement

Approval types

Contracting Officer Limited 22 Feb 06 14:34

Approved Rasmussen, Diane M. View Signature

Add  
Delete

<< First  
< Back  
Next >  
Last >>

OK  
Cancel

Staging Cancelled PRs Outbox  
LGCP LGCB Inbox Diane's Cab... LGCA Trashcan

Ready February 22, 2006 2:34 PM

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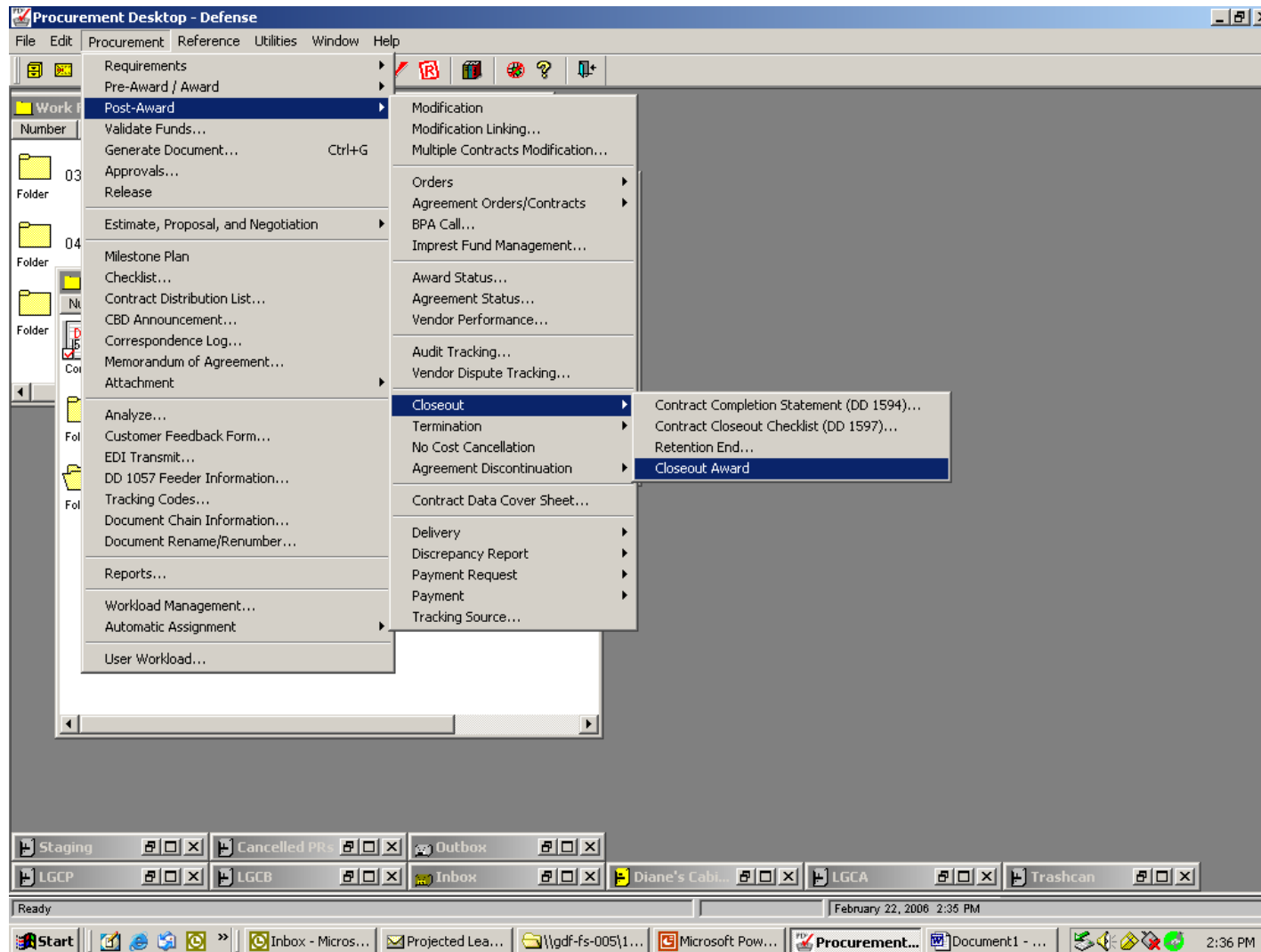


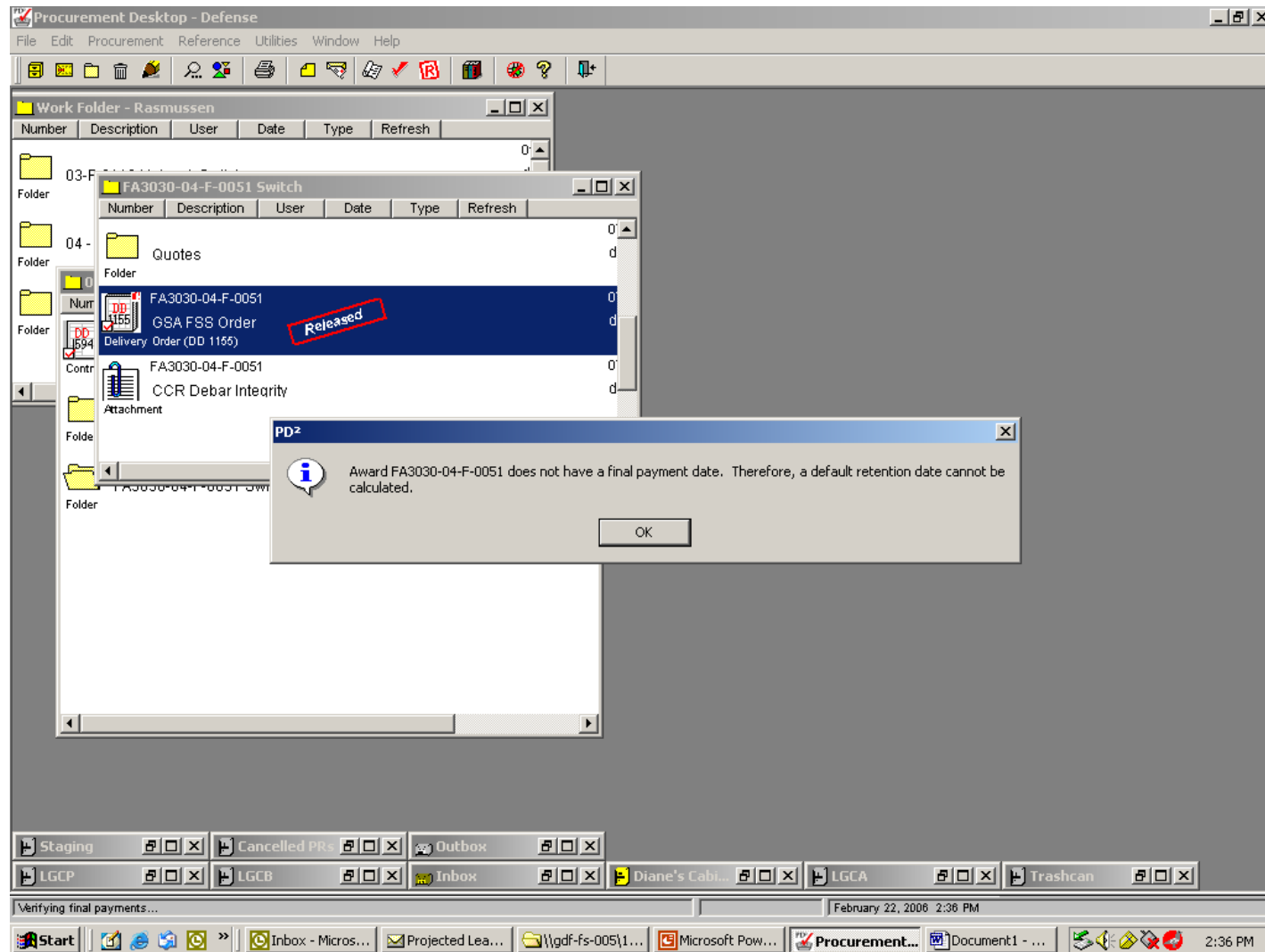


# Contract Closeout



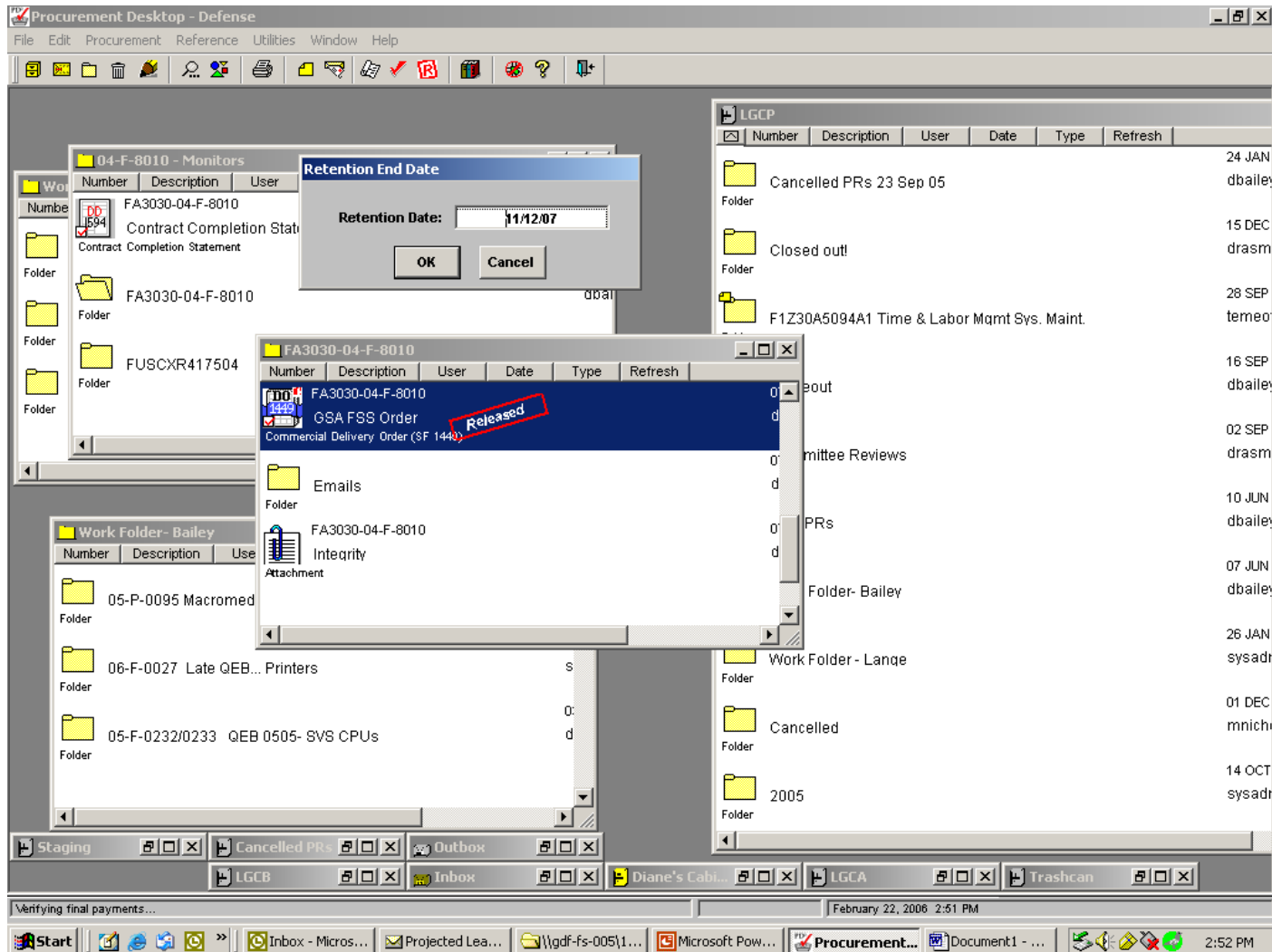
## • PD Overview







## • PD Overview

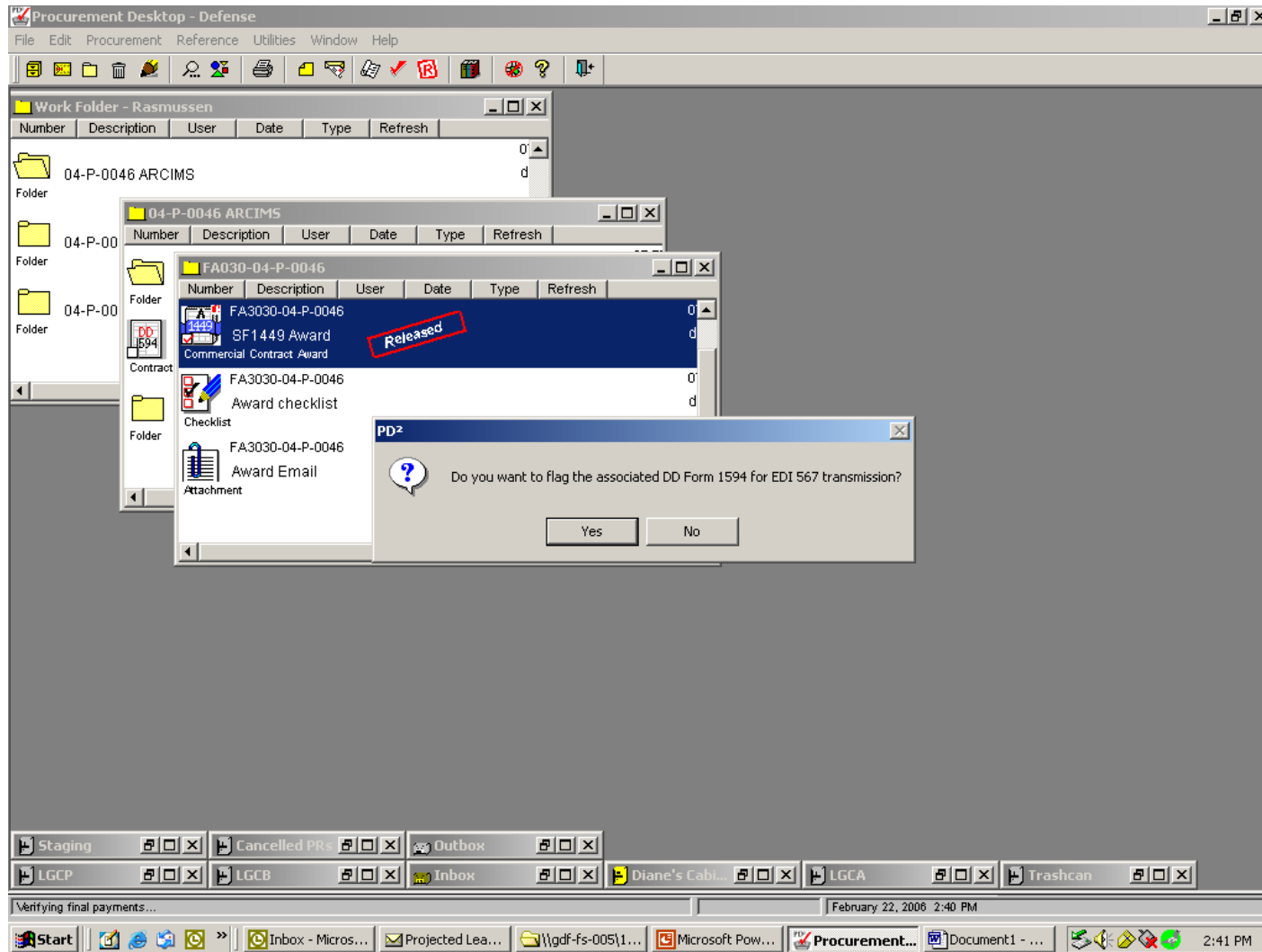




# Contract Closeout



## • PD Overview

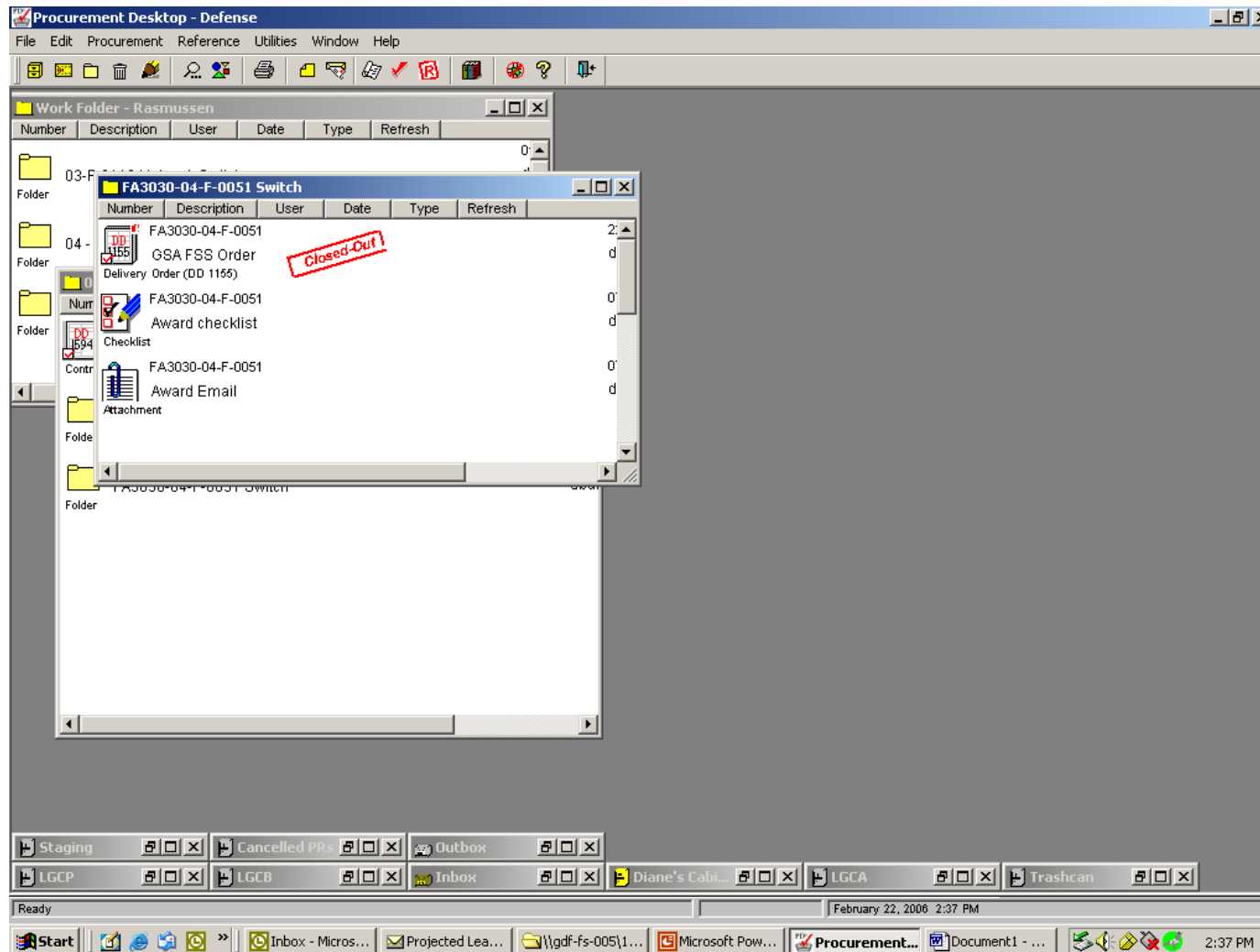




# Contract Closeout



## • PD Overview





# Contract Closeout



- Conclusion
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**QUESTIONS??**  
**?**

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***I n t e g r i t y - S e r v i c e - E x c e l l e n  
c e***